

**MINUTES OF A REGULAR MEETING OF
THE BOARD OF DIRECTORS OF THE
SOUTHWEST SUBURBAN DENVER WATER AND SANITATION DISTRICT**

November 19, 2018

A regular meeting of the Board of Directors of the Southwest Suburban Denver Water and Sanitation District was convened on Monday, the 19th of November, 2018 at 3:30 p.m., at Governor's Ranch Clubhouse, 9050 W. Prentice Avenue, Littleton, Colorado. The meeting was open to the public. Chris Veesaert presided.

ATTENDANCE:

Directors in attendance were:

Chris Veesaert, Chairman
Bill Geddes
John LaBoon
Bob Hart
Leo Johnson

Also in attendance were:

Judy Simonson, District Manager
Justin Meeks, District Engineer
Nicki Simonson

ADMINISTRATIVE MATTERS:

Disclosures of Conflicts of Interest: There were no changes to report.

Public Forum: This item was passed in the absence of members of the public.

Minutes: The meeting minutes for October 15, 2018 were approved upon motion of Leo Johnson and second by Bill Geddes.

Meeting Schedule: The 2019 meeting schedule was approved upon motion of Leo Johnson and second by Bob Hart.

ENGINEERING & MAINTENANCE MATTERS:

2018 Capital Improvements: The 2018 CIPP project has been completed by Granite Inliner. They completed the last 15-inch diameter main just off Kipling Street on October 24. Martin/Martin has not received the post installation videos for the mains between manholes 13.0.1 and 13 and manholes 13.1 and 13.0.1 or the installation of the top hat service connection liner for the Passionate Life Church tap. Justin has had trouble working with the project manager, he is unresponsive and will not provide the videos to finish the project. Nicki Simonson is still holding on to the check from last month until those items come through. Justin has started moving up the chain to see if he can get what he needs from someone about the project manager.

Queen Street Backup/Paving Project:

a. The District has sent letters to the Jefferson County Board of Commissioners informing them of the backup and the costs incurred by the District and

the homeowner to respond to the backup and other sanitary sewer system issues associated with their recent paving project. No payment or response has been received from Jefferson county for the paving. Judy Simonson will follow up with the county attorney to see if we can get a different response.

b. The District Manager was contacted by the same project manager at Jefferson County Road and Bridge to get manhole counts for the portion of the District that are scheduled to be repaved next year. Martin/Martin will coordinate with the District Manager and the County to ensure that the same mistakes are not made.

Pizza Hut: - Martin/Martin observed the construction of the grease interceptor for the new take-out/delivery Pizza Hut location in the shopping center at S. Kipling Parkway and W. Bowles Avenue. The grease interceptor and tap connection to the main were constructed in conformance with the approved design. Judy Simonson is going to follow up with Southwest Metro on the approval they gave incorrectly in the beginning.

GIS Database: The web-browser based version of the GIS software has been installed and the District's data integrated. Martin/Martin has had a few work sessions with the District Manager. The system is ready to go live and a work session is scheduled for November 28 at which the District Manager will be given the login information and use of the system will be demonstrated.

Operator RFP: The proposals received for Operator in Responsible Charge (ORC) from C&L and Ramey Environmental were reviewed. C&L's cost proposal was substantially less than Ramey's, although some of Ramey's unit prices were less than C&L's. The monthly cost for ORC services was the key price differential between the two proposals. Martin/Martin recommended accepting C&L's proposal.

2019 Service Contracts: Judy provided the Board with Martin/Martin's 2019 Contract. The contract was approved upon motion of Leo Johnson and second by John LaBoon.

The Board then reviewed the District's 2019 standard contract for services with C&L Water Solutions. The contract was approved upon motion of Bob Hart and second by Leo Johnson. The Board then reviewed C&L's annual maintenance contract which included the rates for ORC services they provided in their bid proposal. The contract was approved upon motion of John LaBoon and second by Leo Johnson.

Dale's Environmental Services (DES) 2019 contract for cleaning and video inspection services was then reviewed by the Board. DES's contract was approved upon motion of Leo Johnson and second by Bob Hart.

Finally, the Board reviewed Todd Companies 2019 Contract for grease interceptor pumping services. Their contract was approved upon motion by Leo Johnson and second by Bob Hart.

2019 BUDGET AND RATE HEARING:

Chris Veesaert opened the budget and rate hearing, the notice for which was published in the local newspaper as required by law. No public comments were received on the

proposed budget. Judy Simonson reviewed the rates proposed for 2019. She explained the change in water usage for the different customer types. The overall rate for single family residences will remain the same and the multi-family residential rate will increase \$1 to \$214. The District commercial flow rate will increase \$.60 per 1,000 gallons but the Metro treatment pass-through flow rate will decrease. The District's fee schedule with the proposed new rates was approved upon motion by Leo Johnson and second by John LaBoon.

Judy then reviewed the 2019 budget proposed for the District. Leo Johnson made a motion to approve the 2019 budget and the Budget Resolution No. 6 as presented. The motion was approved upon second by John LaBoon.

Leo Johnson then moved to adopt Budget Resolution No. 7 appropriating funds for the District's 2019 expenditures. The motion was seconded by John LaBoon and approved.

The 2019 Budget Message was also approved upon motion of Leo Johnson and second by Bob Hart.

Chris Veesaert then closed the budget and rate hearing.

FINANCIAL MATTERS:

Check Register: Judy Simonson presented the District's check register for November, 2018. Leo Johnson indicated he had reviewed the check register and made a motion to approve the checks presented. John LaBoon seconded the motion and it was approved.

Financial Statements: Judy then presented the District's financial statements for October, 2018. Leo Johnson indicated he had reviewed the District's financial statements and made a motion to approve them. Bill Geddes seconded the motion and it was approved.

Approval of 2019 Audit Engagement Letter: Judy then presented the audit engagement letter for Shilling & Company, Inc. for the District's 2018 audit. Leo Johnson made a motion to approve Shilling & Company's engagement letter. Bob Hart seconded the motion and it was approved.

OTHER BUSINESS:

Robinson Bailey P.C. 2019 Rates: Robinson Bailey P.C.'s 2019 rates for legal services were presented and reviewed. Leo Johnson made a motion to approve their rates for 2019. John LaBoon seconded the motion and it was approved.

Insurance Maintenance Endorsement: Judy Simonson provided the Board with the 2019 Sanitation Maintenance Warranty Deductible Endorsement. This is required by the insurance pool in order to avoid a deductible being charged should the District have any claims. The Board approved the endorsement upon motion by Bill Geddes and second by Leo Johnson.

Adjournment: There being no other business, Chairman, Chris Veesaert, adjourned the meeting at 5:37 pm.

Respectfully submitted,


Secretary